



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HEIDELBERG
UNIT 29237
APO AE 09102-9237

IMEU-HEI-LG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum # 35, Statements/Certificates of Non-Availability for TCS Travel Under OEF/GWOT-Funded Travel

1. References:

- a. Joint Federal Travel Regulation/Joint Travel Regulation
- b. Department of the Army Personnel Policy Guidance for Contingency Operations in Support of GWOT (PPG), updated 6 April 06, Chapter 8, Entitlements
- c. USAREUR Regulation 37-3, Enlisted Entitlements to Basic Allowance for Subsistence
- d. AR 30-22, The Army Food Program
- e. DA Pam 30-22, The Operation Procedures for the Army Food Program

2. Reserve Component (RC) mobilization and Active Component (AC) Temporary Change of Station (TCS) orders generally direct use of government quarters and dining facilities. Reference 1.b, paragraph 8-3.f. makes the TCS Installation Management Agency (IMA) location/command responsible to house, mess, transport, and provide administrative support to personnel mobilized/deployed in support of Contingency Operations (CONOPS). Maximum use of installation facilities is the primary method of support in all cases. When government quarters and mess are not available, as determined by the installation commander or the commander's designated representative, Soldiers will be provided a Statement of Non-Availability (SNA) for both meals and lodging to authorize increased per diem (separate SNAs are required for lodging and meals). Since it is the installation commander's responsibility to issue SNAs, USAG Heidelberg must ensure the proper payment of per diem by determining when separate SNAs, for quarters and mess, should be issued.

3. Mess: The Personnel Policy Guidance (PPG) requires the installation commander to determine if government dining facility meals are available. Under TCS orders, entitlement to the meals portion of the per diem rate is separate from lodging, unlike Temporary Duty (TDY) where it is automatically commercial (local) meals when an SNA is issued for commercial lodging. If there are some meals available, then the proper type of per diem is Proportional Per Diem (PPD) – not commercial (local) per diem.

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The correct way to handle this situation is to prepare a memorandum authorizing PMR (see Enclosure 1 or 2 Sample) describing which meals are available to the Soldiers (i.e. PMR is authorized due to limited availability of meals only lunch and dinner are available during the workweek). Accordingly, if some meals are not available, the Soldiers commanders will provide the USAG Heidelberg Directorate of Logistics (DOL) a memorandum explaining the non-availability. The unit will also provide a roster and a copy of the TCS orders. The USAG Heidelberg DOL will review each situation and issue an SNA, as appropriate.

4. The installation commander will determine SNAs by the distance from the Soldier's billeting to the dining facility based on the following and in accordance with the above references; based on 15 minutes walking distance or 30 minute distance if government transportation is available from assigned duty or billeting to the dining facility.

5. This policy covers units within the following installations USAG Mannheim, USAG Darmstadt, USAG Kaiserslautern, and USAG Heidelberg.

6. Point of contact for the action is Mr. Fernando Ortiz, USAG Heidelberg DOL at DSN 373-1340.

Encl
as


WILLIE E. GADDIS
COL, AV
Commanding

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